

FILING REQUIREMENTS

- ☐ Four (4) copies of the site plan, floor plan and elevations which accurately depict the request, as applicable. All plans shall be clearly and accurately dimensioned, and drawn at a clearly noted scale of either 1 inch = 20 feet or 1 inch = 30 feet. **All plans must be folded to approximately 8 ½ inches by 11 inches.**
- ☐ A letter describing the request in detail and providing justification for approval. For change of occupancy, commercial use in industrial zone and similarity of use applications, justification should include, but not be limited to, the following:
 - a) How the use is similar to other permitted uses listed in the subject zone;
 - b) How the use and its operation is compatible with the existing and permitted uses in the surrounding area; and
 - c) How the proposed use will be so designed, located, and operated that the public health, safety, and general welfare will be protected.
- ☐ A notarized letter of authorization from the property owner(s), if the application is not being made by the property owner(s)
- ☐ Parking summary
- ☐ Color photographs of the site
- ☐ Digital copy of all above items on flash drive
- ☐ Any other support materials determined to be necessary for consideration by the Community Development Director

FILING FEES:

Change of Use:	\$500.00
Minor DR – Administrative Determination:	\$500.00
Minor Adjustment:	\$400.00
Extension of Time:	\$500.00
Large Family Home Daycare:	\$700.00
Appeal of Large Family Daycare:	\$950.00
Similarity of Use:	\$700.00
Zoning Clearance	\$150.00

*Per the amendment to the Master Fee Schedule in Resolution No. 6423 adopted by the City Council and effective on January 1, 2018, The applicant is responsible for all costs incurred by the City including Supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations or use of third party vendors. These deposit fees are determined by third party vendor contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.